

SECRET
SECURITY INFORMATION

19 June 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. All revision of consultants' contracts has been completed.

b. PCS actions transferring the majority of personnel from D. C. to [REDACTED] have been prepared and the Payroll Section, Finance Division, has been notified to make proper deductions from [REDACTED] personnel salaries who are using government quarters.

c. The transfer of personnel and Agency equipment from [REDACTED] has been completed as of 18 June 1952.

d. All travel processing for the transfer of [REDACTED] Classes 7, 8, and 9 from [REDACTED] via Washington, D. C. has been completed.

e. Space in the R&S building for the Area Training Program of TR(G) has been obtained and equipped.

f. The procedure for the operation of Project [REDACTED] has been agreed upon and memorandum to that effect has been signed by the Director of Training and will be disseminated by 20 June 1952.

g. Operational accounting systems for Project [REDACTED] was discussed at several meetings between Budget Officer, OTR and representatives of the Commerical Division, and the Proprietary Accounts Branch.

h. Actions have been prepared and approval has been obtained from the Comptroller on the transfer of the Support Staff from unvouchered to vouchered funds. Classification will furnish PDC with the necessary information so that they may process the actions.

[REDACTED]
Administrative Officer, OTR

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11 June 1952

MEMORANDUM FOR: DD/TRS

THROUGH: DCT/TRS

25X1A

SUBJECT: Weekly Activities Report, [REDACTED] No. 24
(4 - 11 June 1952)

1. PROGRESS REPORT - OLD PROJECTS. Nothing to report.
2. ITEMS OF CURRENT INTEREST.

25X1A

25X1A

25X1A

This office has on file an outline of the training phase of [REDACTED] prepared by [REDACTED]. It is noteworthy in that it is the first clear statement of the conditions under which [REDACTED] phase could be feasible. The outline embodies a resume of the capabilities at the site, assuming certain requirements which up to the present have been informally presented.

3. NEW PROJECTS. Nothing to report.
4. ITEMS OF ADMINISTRATIVE INTEREST. Nothing to report.

25X1A

[REDACTED]
Chief, Special Branch #1, TRS

Document No. 8

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 10 MAR 1978 By: 024

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TO : DD/TRS

11 June 1952

FROM : Chief, CTB/TRS

SUBJECT: Weekly Activity Report No. 24.

A. PROGRESS REPORT - OLD PROJECTS

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During the period 5 through 11 June 1952, this Branch continued the training of 15 students who had been previously enrolled; 6 of these in Washington, D. C., 7 in [REDACTED], and 2 in [REDACTED]

B. ITEMS OF CURRENT INTEREST

One student completed his training in Washington, D. C.

C. NEW PROJECTS DURING WEEK

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Three new students began their training; two of these in Washington and one in [REDACTED]

25X1A

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11 June 1952

MEMORANDUM FOR: DD/TRS

SUBJECT: Weekly Activities Report No. 24

1. PROGRESS REPORT - OLD PROJECTS

Nothing to report at this time.

2. ITEMS OF CURRENT INTEREST

Chief, SPB had conferences with [REDACTED] and [REDACTED] Training Officers. A tabulation of future PC Projects to be handled by SPB has been received from [REDACTED] however, no action has been taken by SPB to date.

3. NEW PROJECTS

Project [REDACTED] will be finished on Friday afternoon, 13 June 1952.

4. ITEMS OF ADMINISTRATIVE INTEREST

Nothing to report at this time.

John
[REDACTED]
Chief, Special Projects Branch, TRS

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11 June 1952

MEMORANDUM FOR: DEPUTY DIRECTOR FOR TRAINING (SPECIAL)

SUBJECT: Staff Training Weekly Activity Report #23;
4 June - 11 June 1952.

1. Progress Report - Old Projects

None.

2. Items of Current Interest

None.

3. New Projects during Week

None.

4. Items of Administrative Interest

None.



Chief of Basic Training

25X1A

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11 June 1952

WEEKLY ACTIVITY REPORT NO. 24

a. Progress Report - Old Projects

1. Work in Training Evaluation continuing on:
 - (a) Punching of previous training evaluation reports.
 - (b) Redesigning of general student evaluation procedures.

b. Items of Current Interest

1. Assessment cases scheduled 17
2. Assessments performed. 15
3. Assessment cases written 7
4. Research and Validation projects in process:
 - (a) At the request of the Chief of the Assessment Branch, a survey of the literature with respect to the testing of foreign language aptitude is being made.
 - (b) A new form of the Work Attitudes Questionnaire is being constructed, following up the results of the recently completed item analysis. The new form will be shorter, and the scales more finely differentiated.
 - (c) Further plans are being developed, in collaboration with the Training Evaluation Branch, for the experimental study of trait ratings.
 - (d) Further work is in progress toward completion of the survey and classification of our past records to determine their best research utilization.
5. Work in Training Evaluation completed on:
 - (a) Reliability study of [redacted] sociometric ratings. 25X1A
 - (b) Item analysis of tests used in Admin. Course.
 - (c) Two Interim Reports submitted on problem students in training.
 - (d) Conference with Machine Records Branch to determine the best procedures for tabulating all the data from the next [redacted] sociometric study on IBM machines. 25X1A
 - (e) Sent out thirty-one volumes of psychological journals to be bound.

c. New Projects

1. Work in Training Evaluation started on:
 - (a) Comparison of students in OC, Group A with students in OC, Group B, with respect to division, branch, age, GS-level, projected assignment and grades in BOC.

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(b) Redesigning evaluation form for Instructor Training Course.

d. Items of Administrative Interest

1. One member of AE/TR(S) is attending BOC.



25X1A

Assessment Staff/AE/TR(S)

JHH/med

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11 June 1952

WEEKLY ACTIVITY REPORT NO. 24

A. PROGRESS REPORT - OLD PROJECTS

1. [REDACTED]

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- a. Three staff personnel from TAB are visiting the area for the purpose of consulting with the instructors and administrative staff in regard to operational and administrative details.

2. Training Film [REDACTED] - None

3. Instructor Training Course - None

4. Cataloging of TRS Library - None

B. ITEMS OF CURRENT INTEREST - None

C. NEW PROJECTS DURING THE WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST - None

25X1A

[REDACTED]
Chief, Training Aids Branch/OTR

25X1A

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11 June 1952

MEMORANDUM FOR: DEPUTY DIRECTOR OF TRAINING (SPECIAL)

SUBJECT: TDS Weekly Activity Report No. 24
4 June - 11 June 1952

1. Progress Report - Old Projects

A. Denied Areas Operations Course

A final report on the Course Development Seminar, which ended this week, has been submitted by the chief instructor and is under consideration with DD/TR(S).

2. Items of Current Interest

Nothing new to report.

3. New Projects

Nothing new to report.

4. Items of Administrative Interest

Nothing new to report.

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Chief, Training Development Staff/TR(S)

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11 June 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A meeting was held between Budget Officer, OTR and AD/TR(S) to discuss the budget and reorganization.

25X1A

b. A conference was held with [REDACTED] administrative personnel concerning Fiscal Year 1953 budget revisions.

25X1A

c. A conference was held with [REDACTED] concerning the funding arrangements for the balance of Fiscal Year 1953.

25X1A

d. A meeting was held with AD/TR(S) and later with the Comptroller in reference to financial operating procedures to be used at [REDACTED].

e. A meeting was held on the progress of the Mobile Language Training unit project.

25X1A

f. [REDACTED] has entered on duty and is assigned to the Support Staff, Administrative Branch.

g. The Personnel Officer, OTR is working on a revised T/O for TR(G).

25X1A

h. Work is being carried on in connection with the T/O and recruitment problem for project [REDACTED].

i. A review is being made of all OTR consultants' contracts in connection with renewal or cancellation.

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[REDACTED]
Administrative Officer, OTR

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